

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

July 24, 2008

**SUBJECT:** REVISION TO DEPARTMENT MANUAL SECTION 4/318.40 - USE OF  
ABSENTEE CITATIONS

**PURPOSE:** This Order amends Department Manual Section 4/318.40,  
which inaccurately states that an Absentee Parking  
Citation may only be used when an officer does not witness a  
violation.

**PROCEDURE:** California Vehicle Code (CVC) Section 40200(a),  
Parking Violation: Procedure, limits the penalty for  
most parking violations to a civil penalty. Employees enforcing  
parking violations shall not use a Traffic Notice to Appear,  
Form 04.50.00 (traffic citation), even when the parking violation  
is committed in the presence of the officer and is not  
specifically designated as being eligible for enforcement on a  
traffic citation.

**Exceptions:** Violations of CVC Sections 22526(a), Blocking an  
Intersection, shall be cited on a Traffic Notice to Appear.

This Order eliminates *"and only when the citing employee did not  
witness the driver park or operate the vehicle"* from Department  
Manual Section 4/318.40.

**AMENDMENTS:** This Order amends Section 4/318.40 of the Department  
Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Emergency  
Operations Division, shall monitor compliance with this Directive  
in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

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